

## QUICK ACCESS TOOLBAR-ACCESS

The Quick Access Toolbar is a customizable toolbar that is located to the right of the **Microsoft Office Button**. It contains a set of commands that are independent of the tab that is currently being displayed. Command buttons can be added to the Quick Access Toolbar in addition to the default Save, Undo, and Redo buttons. The Quick Access Toolbar can be moved to one of the two possible positions, above the ribbon or directly below the ribbon.

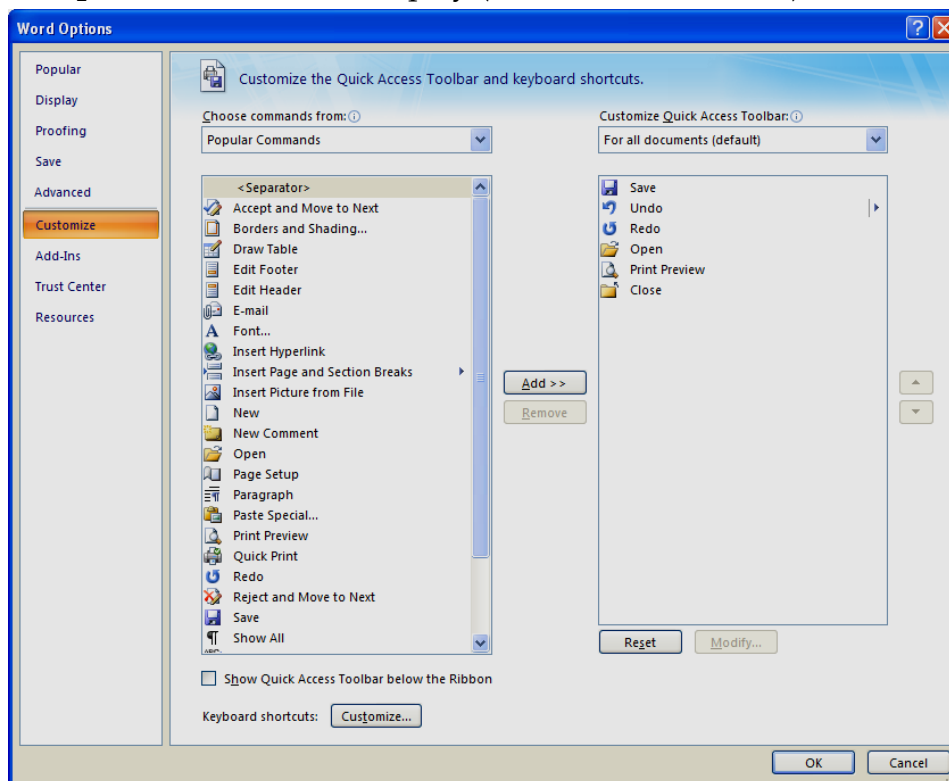
### Moving the Toolbar

- + Click the **Customize Quick Access Toolbar** arrow at the end of the Quick Access Toolbar (see illustration at right).
- + Click the option **Show Below the Ribbon**.
- + To reverse the process, click the **Customize Quick Access Toolbar** arrow and select **Show Above the Ribbon**.



### Adding Commands

- + Click the **Microsoft Office Button**.
  - + Right-click the command that is to be added.
  - + Click **Add to Quick Access Toolbar**.
- OR
- + Click the **Customize Quick Access Toolbar** arrow.
    - ⚙ Click one of the commands in the list.
    - ⚙ Click the **More Commands** button.
    - ⚙ The **Word Options** window will display (see illustration below).



- Click a command in the list on the left.
- Click the **Add** button to move the command to the list on the right.

- Click the **OK** button to accept the changes.

or

- ✚ Click the **Microsoft Office Button**.
  - ⚙ Click the **Word Options** button at the bottom of the list.
  - ⚙ Click the **Customize** link.
  - ⚙ The **Word Options** window will display (see illustration on previous page).
    - Click a command in the list on the left.
    - Click the **Add** button to move the command to the list on the right.
    - Click the **OK** button to accept the changes.
  - ⚙ To locate additional commands, click the **Choose commands from** list arrow.
  - ⚙ Choose from the options that are available in the list.
  - ⚙ An additional set of options will appear.

### Removing Commands

- ✚ Click the **Customize Quick Access Toolbar** arrow at the end of the **Quick Access Toolbar** (see illustration at right).



- ✚ Click the command that is to be removed to remove the check mark.
- ✚ The command will be removed from the toolbar.

or

- ✚ Right-click the command on the **Quick Access Toolbar**.
- ✚ Click **Remove from Quick Access Toolbar**.
- ✚ The command will be removed from the toolbar.